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12 November 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #45
Assessment and Evaluation Staff
4-10 November 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. Three consultants, [redacted] were in for a two-day conference concerning the overall program of the A & E Staff. The meeting was very fruitful in clarifying objectives and in bringing out several concrete proposals for strengthening our EOD testing battery.

b. Plans for the combined recruiting and JOT testing trip, which will take place between Thanksgiving and Christmas, are near completion. The trip is more extensive than had been originally planned, but there seems no way to avoid this. In formulating plans for this trip, we have been working very closely with [redacted]

2. Research and Validation Branch

a. Plans are nearing completion for the training of a minimum number of recruiters to administer JOT tests.

3. Training Evaluation Branch

a. Training evaluation reports for the following courses were disseminated during the week:

Administrative Support	43	(11 memoranda)
(BIC(Sup)	29)	
Clerical Induction	28	
Clerical Training	55	
Resistance Operations	15	

4. Statistics: Assessment and Research Branches

a. Assessment cases scheduled for the week	5
b. Assessments performed	5
c. Assessment cases written	7
d. Assessment cases to be written	11*
e. Professional trainee (JOT) tests administered	0

*10 JOT's.

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JOB NO. BOX NO. FLD NO. DOC NO. 5 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 50 RET. JUST. 22
NEXT REV DATE 89 REV DATE 9/17/74 REVIEWER [redacted] TYPE DOC. 02
NO. PGS 13 CREATION DATE [redacted] ORG COMP [redacted] OPI [redacted] ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3

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- f. Language tests administered 4
- g. Cases scheduled for the future:
 - Assessment 5
 - JOT 2
 - Language 4
- h. Pre-training and EOD test batteries administered 25

II. OLD ACTIVITIES

1. Office of the Chief

a. A PHS has been received from [redacted] Executive Secretary, [redacted] He is one of the DCI-approved consultants.

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b. At the Professional Selection Panel meeting, the form prepared by A & E Staff for possible use as an initial PER was distributed. In general, it was favorably received. Each member of the panel is going to complete it for someone he knows, as a basis for discussion at the next meeting. The minutes of the previous meeting, which contain a somewhat changed plan for selection of a permanent career staff, is attached as a matter of particular interest to the Director of Training.

c. A conference was held with [redacted] Classification and Wage Division of Personnel; [redacted] OTR; and EAR of the A & E Staff, concerning the proposed classification survey in relation to some immediate needs of A & E. As a result, a memorandum requesting reclassification of three positions at a higher grade level has gone forward as an interim need pending the full survey.

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2. Research and Validation Branch

a. A new test attempting to measure breadth of information, for use in the EOD testing battery, has been completed and is being sent to the printer.

[redacted] Chief
Assessment and Evaluation Staff

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